

DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF GAMING ENFORCEMENT  
CODE OF ETHICS FOR  
DIVISION OF GAMING ENFORCEMENT  
EMPLOYEES AND AGENTS

ARTICLE I - GENERAL PROVISIONS

In the discharge of its powers, duties and responsibilities, the Division of Gaming Enforcement ("Division") must conduct its business consistent with high ethical standards. Division employees and agents are expected to discharge their duties with undivided loyalty and in such a manner as to promote and preserve public trust and confidence. It is essential, therefore, that Division employees and agents must avoid all situations where private interest in outside business activities and opportunity for personal or financial gain could influence their decisions in giving of favored treatment to any organization or person. They must equally avoid circumstances and conduct in outside activities which, per se, do not constitute wrongdoing or a conflict of interest but, nevertheless, appear questionable to the general public. 1 Thus, in the interest of promoting public confidence in the integrity and impartiality of the Division, Division employees and agents should respect and comply with the law, should observe high standards of conduct, and should participate in establishing, maintaining and enforcing such high standards.

In addition, it shall be the continuing duty of each Division employee and agent to review and assess his or her conduct in light of the provisions of this Code. Each employee and agent shall bear the affirmative obligation to request advice from the Division's Ethics Officer or the Department of Law and Public Safety's Ethics Officer regarding the propriety of past or future conduct by himself, herself or another when a reasonable doubt involving any ethical consideration arises. After review by the Ethics Officer or the Department's Ethics Officer and Director of the Division, an appropriate response shall be prepared and delivered to the Division employee or agent who has sought advice. In appropriate matters involving requests for advice or any other disclosures or notifications required by this Code of Ethics, the Division Director shall request the Department Ethics Officer to seek, on behalf of the employee or agent of the Division, a formal ruling or advisory opinion from the Executive Commission on Ethical Standards.

All Division employees and agents shall follow the New Jersey Conflicts of Interest Law, N.J.S.A. 52: 13D-12 et seq., the Casino Control Act, N.J.S.A. 5:12-1 et seq., the Code of Ethics of the Department of Law and Public Safety, and this Code. The New Jersey Conflicts of Interest Law, the Casino Control Act, and the Code of Ethics of the Department of

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1 New Jersey Conflicts of Interest Law, ("Conflicts Law") N.J.S.A. 52:13D-12 et seq.

Law and Public Safety are **incorporated herein by** reference, to the extent not superceded by more restrictive provisions of this Code. Nothing in this Code or in the Department's Code shall be deemed to prohibit the Division from establishing in its rules and regulations a set of specific standards which are relevant to the special needs and the sensitive problems of its own operations. 2

The Code of Ethics recognizes that under our democratic form of government public officials and employees should be drawn from all of our society; that citizens who serve in government cannot and should not be expected to be without personal interest in the decisions and policies of government; that citizens who are Division employees and agents have a right to private interests of a personal, financial and economic nature; that standards of conduct should separate those conflicts of interest which are unavoidable in a free society from those conflicts of interest which are substantial and material, or which bring government into disrepute. 3

All Division employees and agents shall support the Constitution of the United States and the Constitution of the State of New Jersey and shall comply with the laws, statutes, and ordinances of this State and the United States.

All Division employees and agents shall meet their responsibilities for the payment of federal, state and local taxes and shall promptly satisfy all final judgments, liens, decrees or similar court-ordered obligations.

## ARTICLE II - PRE-EMPLOYMENT RESTRICTIONS

1. No person shall be employed by the Division if, during the period commencing 3 years prior to employment, said person held any direct or indirect interest in, or any employment by:

- (a) any person licensed as a casino licensee pursuant to N.J.S.A. 5:12-87;
- (b) any person licensed as a casino service industry pursuant to N.J.S.A. 5:12-92(a) (directly related to gaming activity);
- (c) any person who has an application for either of the foregoing licenses pending before the Casino Control Commission;

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2 Conflicts Law, N.J.S.A. 52:13D-12(b).

3 Conflicts Law, N.J.S.A. 52:13D-12(c); 52:13D-23(e)(8).

provided, however, that a person may be employed by the Division if the interest of such person in any casino licensee or casino service industry, which is publicly traded, would not, in the opinion of the Director of the Division, interfere with the objective discharge of such person's employment obligations. However, in no instance shall any person be employed by the Division if his interest in such a casino licensee or casino service industry which is publicly-traded constituted a controlling interest <sup>4</sup> in that casino licensee or casino service industry; and provided further, however, that a person may be employed by the Division in a secretarial or clerical position if, in the opinion of the Director of the Division, his previous employment by, or interest in, any such casino licensee or casino service industry would not interfere with the objective discharge of such person's employment obligations. <sup>5</sup>

2. The Director of the Division and each employee and agent thereof, shall, prior to appointment or employment, swear or affirm that he or she possesses no interest in any business or organization licensed by or registered with the Casino Control **Commission**. <sup>6</sup>

3. The Director of the Division shall file with the Executive Commission on Ethical Standards a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of said Director and his or her spouse, and shall provide to the [Attorney General] Executive Commission on Ethical Standards a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of the parents, brothers, sisters, and children of said Director. Such statement shall be under oath and shall be filed at the time of appointment and annually thereafter. <sup>7</sup>

4. Each employee and agent of the Division, except for secretarial and clerical personnel, shall file with the Executive Commission on Ethical Standards a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of said employee or agent and his or her spouse. Such statement shall be under oath and shall be filed at the time of employment and annually thereafter. <sup>8</sup>

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4 A "controlling interest" shall be presumed under the provisions of the Casino Control Act to mean a security holder who holds or beneficially owns 5% or more of the securities of a publicly traded corporation.  
N.J.S.A. 5:12-105(d).

5 Casino Control Act, N.J.S.A. 5:12-58(b).

6 Casino Control Act, N.J.S.A. 5:12-58(c).

7 Casino Control Act, N.J.S.A. 5:12-58(d).

8 Casino Control Act, N.J.S.A. 5:12-58(e).

ARTICLE III - PROHIBITED INTERESTS AND ACTIVITIES  
DURING THE PERIOD OF APPOINTMENT TO OR EMPLOYMENT  
BY THE DIVISION. GENERAL ETHICAL REQUIREMENTS.

A. Employment Prohibitions

1. Each employee and agent of the Division shall devote his or her entire time and attention to his or her duties and shall not pursue any other business or occupation or other gainful employment; provided, however, that secretarial and clerical personnel may engage in such other gainful employment as shall not interfere with their duties to the Division, unless otherwise directed; and provided further, however, that other employees and agents of the **Division** may engage in such other gainful employment as shall not interfere or be in conflict with their duties to the Division, upon approval by the Director of the Division. 9 Attorneys employed by the Division shall refer to Article VI of this Code for special obligations, which apply to them.

2. All Division employees and agents, including secretarial and clerical personnel, who seek to engage in secondary employment or to act as an independent contractor, whether or not for compensation, while in the employ of the Division shall, in advance of accepting such employment, be required to submit a written request for approval to the Director of the Division prior to commencing such other employment. Every Division employee and agent who is granted an approval pursuant to the provisions of this Code shall promptly file a copy of the approval with the Executive Commission on Ethical Standards and, thereafter annually on the first day of the month of June, shall disclose in writing to the Executive Commission on Ethical Standards whether the employee or agent is still engaged in the outside employment, self-employment or other business activity. A copy of the annual disclosure shall be provided to the Division Ethics Officer. Annual disclosure to the Executive Commission on Ethical Standards shall not be required if the Director determines, at the time of the approval, that the outside employment, self-employment or business activity is unrelated to the employee's or agents position with the Division.

3. Although a Division employee or agent may adhere to the Casino Control Act, N.J.S.A. 5:-12-1 et seq., the New Jersey Conflicts of Interest Law, N.J.S.A. 52: 13D-12 et seq., and the Code of Ethics of the Department of Law and Public Safety with respect to outside employment, the Division, in its discretion, may subject the employee's or agent's outside activities to review and may refuse to permit the outside interest if it adversely affects the employee's or agent's work habits, performance and attendance record.

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9 Casino Control Act, N.J.S.A. 5:12-59(g).

4. No Division employee or agent shall engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by a specific agency of State Government without promptly filing notice of such activity with the Director of the Division and with the Executive Commission on Ethical Standards. 10

5. No Division employee or agent shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his or her objectivity and independence of judgment in the exercise of his or her official duties. 11

#### B. Prohibited Activities and Interests

6. No Division employee or agent shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest. 12

7. No Division employee or agent shall have any interest, direct or indirect, in any applicant or in any person licensed by or registered with the Casino Control Commission during his or her term of employment. 13

8. No Division agent or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself, herself or others. 14

8a. (a) For purposes this Code, "cohabit!" means reside in a house, apartment or other living quarters with any other person or persons.

(b) Any Division employee or agent who cohabits with any registrant. employee of a casino licensee or applicant for a casino license, or any holding, intermediary or subsidiary company thereof. or any qualifier of any licensed casino service industry as defined by Casino Control Commission regulations, shall file a disclosure of the relevant facts with the Director, in a form to be provided by the Division. Such disclosures shall be re-filed annually, not later than January 31 of each year, during such period of time as the cohabitation shall continue. Failure to file such disclosure, or the filing of a false disclosure, shall be grounds for appropriate disciplinary action.

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10 Conflicts Law, N.J.S.A. 52:13D-23(e)(2).

11 Conflicts of Interest Law, N.J.S.A. 52:13D-23(e)(5).

12 Conflicts Law, N.J.S.A. 52:13D-23(e)(1).

13 Casino Control Act, N.J.S.A. 5:12-59(f).

14 Conflicts Law, N.J.S.A. 52:13D-23(e)(3)

(c) Any Division employee or agent who is related by blood or by marriage to a registrant, employee of a casino licensee or an applicant for a casino license, or any holding, intermediary or subsidiary company thereof. or is related by blood or marriage to any person who is a qualifier of any licensed casino service industry as defined by Casino Control Commission regulations, shall file a disclosure of the relevant facts with the Director, in a form to disclosure shall be re-filed annually, not later than January 31 of each year, during such period of time as the employment of the relative shall continue. Failure to file such disclosure, or the filing of a false disclosure, shall be grounds for appropriate disciplinary action.

(d) Upon review of the disclosures made pursuant to this Article, the Director shall make such assignments and take such action as is necessary to preserve the integrity of the Division and prevent any actual or perceived conflicts of interest.

9. No Division employee or agent shall act in an official capacity in any matter wherein such Division employee or be provided by the Division. Such agent or the [spouse, child, parent or sibling] cohabitant or relative by blood or marriage of such employee or agent has a direct or indirect personal financial interest that might reasonably be expected to impair the objectivity or independence of judgment of such employee or agent. 15

10. No Division employee or agent shall act in his or her official capacity in a matter concerning an applicant for licensure or a licensee who is the employer of a [spouse, child, parent or sibling] cohabitant or relative by blood or marriage of said Division employee or agent when the fact of the employment of such spouse, child, parent or sibling might reasonably be expected to impair the objectivity and independence of judgment of said Division employee or agent. 16

11. No State officer or employee, nor any member of the immediate family of such officer or employee, nor any partnership, firm or corporation with which any such state officer or employee is associated or in which he has an interest, nor any partner, officer, director or employee while he is associated with such partnership, firm, or corporation, shall hold, directly or indirectly, an interest in, or hold employment with, or represent, appear for, or negotiate on behalf of, any holder of, or applicant for, a casino license, or any holding or intermediary company with respect thereto, in connection with any cause, application or matter. The foregoing shall not apply to the spouse of a State officer or employee, which State officer or employee is without responsibility for matters affecting casino activity, who becomes the spouse subsequent to the State officer or employee s appointment or employment as a State officer or employee and who is not individually or directly employed by a holder of, or applicant for, a casino license, or any holding or intermediary company. 17

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15 Casino Control Act, N.J.S.A. 5:12-59(e)(3).

16 Casino Control Act, N.J.S.A. 5:12-59(e)(4).

17 Conflicts of Interest Law, N.J.S.A. 52:13D-17.2.

12. No Division employee or agent shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his or her acts that he or she may be engaged in conduct violative of his or her trust as a Division employee or agent. 18

13. No Division employee or agent shall, without prior authorization of the Director or his designee, willfully disclose, directly or indirectly, any confidential information concerning the affairs of the Division not generally or legally available to the public. No Division employee or agent shall use or permit the use of any such confidential information which he or she receives or has access to by virtue of his or her official duties but not generally available to the members of the public to advance the financial or personal interest of himself or herself or any other outside person. 19

14. Public comment regarding any investigation or proceeding to which the Division is a party or which it is otherwise involved shall not be made except upon the express approval of the Director or his or her designee.

15. No Division employee or agent shall falsify, or knowingly alter, destroy or conceal any writing or record or other form of evidence required to be kept by law, regulation or Departmental or Division policy which is entrusted to him or her in the course of his or her duties.

16. It shall be the duty of the Director and any employee or agent of the Division to appear and testify upon matters directly related to the conduct of their offices, positions or employment before any State or Federal court, grand jury, or the State Commission of Investigation. Any Director or employee or agent of the Division who fails to appear and testify, after having been informed of his or her duty to appear and testify by the prosecuting attorney, or a member of or an attorney for the State Commission of Investigation, as the case may be, shall be subject to removal from his or her office, position or employment.<sup>20</sup>

17. No Division employee or agent shall publish any work or give any speech, which impairs the performance of his or her duties or interferes with the operation of the Division or otherwise violates this Code or any Division policy. Prior to making any off-duty, formal written or verbal statement which identifies him or her as an employee or agent of the Division, an employee or agent shall seek the approval of the Director or his or her designee.

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18 Conflicts Law, N.J.S.A. 52:13D-23(e)(7).

19 Casino Control Act, N.J.S.A. 5:12-74.

20 Casino Control Act, N.J.S.A. 5:12-55. See also N.J.S.A. 2A:81-17.2(a).

### C. Gifts and Expenses

18. No Division employee or agent shall accept any gift, favor, complimentary service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him or her in the discharge of his or her official duties. 21

19. No Division employee or agent shall solicit or knowingly accept any gift, gratuity, favor, meal, service or other thing of value, individually or through or on behalf of another person, from any applicant, licensee, registrant or other person or entity requiring the approval of the Casino Control Commission or from any person or entity acting on their behalf.

20. No employee or agent of the Division shall solicit or accept any fee, honorarium, or other thing of value for any article, speaking engagement, or other participation in an activity in which the employee or agent acts in an official capacity or otherwise represents the Division. An employee or agent may accept a reasonable fee or honorarium, for a single article, speech, lecture or other participation with the prior written approval of the Director where (a) the employee or agent is not acting in an official capacity or otherwise representing the Division, (b) the fee or honorarium is not directly or indirectly provided by any person or entity which is a licensee, applicant, registrant or otherwise subject to the approval of the Casino Control Commission, and (c) the activity represents a personal academic, civic, charitable, cultural or professional achievement, endeavor, advancement or recognition of or by the employee or agent.

21. Expenses incurred by an employee or agent during the conduct of official business or while otherwise representing the Division shall be advanced or reimbursed by the State of New Jersey pursuant to applicable regulations, and no employee or agent shall solicit or accept such advance or reimbursement from any other party, except another governmental agency when approved by the Director. Any other advance or reimbursement on account of such expenses by another party shall be paid to the State of New Jersey. Reasonable expenses in connection with any activity permitted under Article III, Section C, Paragraph 20 of this Code may be reimbursed to an employee or agent by another party qualified under that section with approval of the Director.

### D. Conduct Regarding Licensees

22. No Division employee or agent shall personally or through another gamble in any establishment licensed by the Casino Control Commission; provided, however, that nothing contained herein shall prevent a Division employee or agent from gambling in any establishment in the course of his or her official duties in accordance with operational procedures governing such activity. 22

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21 Conflicts Law, N.J.S.A. 52:13D-23(e)(6).

22 Casino Control Act, N.J.S.A. 5:12-59(e)(1).



23. No Division employee or agent shall make any reservation, arrange any meeting, or solicit or accept any thing, service or favor for or on behalf of another party from any person subject to licensure or approval by the Casino Control Commission except in the course of the performance of his or her duties and in accordance with operational procedures governing such activity.

24. Employees and agents of the Division shall be permitted to attend a convention, meeting, show, exhibition or other event, eat meals, drink beverages, and purchase any thing or service at any premises subject to licensure or approval of the Casino Control Commission in the course of the performance of his or her duties and during non-duty hours with the approval of the Director provided such employee or agent:

(a) Requests, in writing, the approval of the Director at least 24 hours prior to exercising such rights, and

(b) Files with the Director, within 72 hours thereafter, a certification that:

(i) such employee or agent did not solicit or request special or unusual treatment or services at any licensed premises by virtue of his or her position with the Division, and

(ii) such employee or agent paid prevailing rates for all meals, beverages, goods, services, shows, and events, or had the same paid by his or her spouse or other person accompanying such employee or agent and

(iii) no complimentary food, beverages, goods, services or rooms were solicited or accepted.

(c) Attaches to the certification true copies of all bills marked paid or accompanied by a customer credit card receipt.

[24.] [No employee or agent of the Division shall attend any convention, meeting, show, exhibition or other event, eat any meal, drink any beverage, or purchase any thing or service, on any premises subject to licensure or approval of the Casino Control Commission except in the course of performance of his duties and in accordance with operational procedures governing such activity; provided, however, that the Director may grant an exception in such circumstances, and under such conditions, where he finds

(a) The attendance and conduct of a secretarial or clerical employee at a social gathering or other social function on such premises are unlikely to result in a violation of this Code, or

(b) The attendance and conduct of any employee or agent of the Division at a convention, meeting or professional gathering and related activities on such premises are unlikely to result in a violation of this Code.

25. No Division employee or agent shall stay overnight in a guest room at any casino hotel licensed by the Casino Control Commission except in the course of the performance of his or her duties and [in accordance with operational procedures governing such activity] during non-duty hours with the approval of the Director provided that such employee or agent:

(a) Requests. in writing. the approval of the Director at least 24 hours prior to exercising such right. And

(b) Files with the Director, written 72 hours thereafter, a certification that such employee or agent paid the prevailing rate for such guestroom or had the same paid by his or her spouse or other person accompanying such employee or agent, and

(c) attaches to the certification a true copy of the room receipt marked paid or accompanied by a customer credit card receipt.

#### ARTICLE IV - POLITICAL ACTIVITY

1. No Division employee or agent shall:

- (a) use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; or
- (b) directly or indirectly coerce, attempt to coerce, command or advise any person to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or
- (c) take directly or indirectly any active part in political campaigns or the management thereof, or authorize the use of his or her name in connection with any political candidate or material; or
- (d) perform any polling duties; or
- (e) display a political picture or sticker on any state-owned or state-leased property or wear any indicia of political affiliation while on duty.

2. Nothing herein shall prohibit an employee or agent of the Division from voting as he chooses, privately expressing his personal opinions on political subjects and candidates, attending affairs or events held for political purposes, or making political contributions by the purchase of tickets or otherwise in an aggregate amount not to exceed [\$100.00] \$300 annually.

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3. An employee or agent of the Division may participate in civic or charitable activities that do not interfere with his or her independence of judgment.

#### ARTICLE V - POST EMPLOYMENT RESTRICTIONS

1. No Division employee or agent shall hold any direct or indirect interest in or solicit or accept employment from, any person licensed by or registered with the Casino Control Commission or from any applicant for a period of 4 years after termination of service with the Division; provided, however, that at the end of 2 years after termination of service with the Division, a former employee or agent of the Division may acquire an interest in, or accept employment with, any applicant or person licensed by or registered with the Casino Control Commission upon application to and the approval of the Casino Control Commission upon a finding that the interest to be acquired or the employment will not create the appearance of a conflict of interest and does not evidence a conflict of interest in fact. 24

2. No Division employee or agent shall represent any person or party other than the State before or against the Casino Control Commission for a period of 2 years from the termination of his or her office or employment with the Division. No partnership, firm or corporation in which a former Division employee or agent has an interest, nor any partner, officer or employee of any such partnership, firm or corporation shall make any appearance or representation which is prohibited to said former Division employee or agent; provided, however, that nothing herein shall prohibit such partnership, firm, or corporation from making such appearance or representation on behalf of a casino service industry licensed under N.J.S.A. 5:12-92(C) (not directly related to gaming activity). Nothing contained herein shall prohibit a former Division employee or agent at any time after termination of such employment, from acquiring an interest in, or soliciting or obtaining employment with, any person licensed as a casino service industry under N.J.S.A. 5:12-92(c), or any applicant for such license. 25

3. Pursuant to the Conflicts of Interest Law, N.J.S.A. 52:13D-17, no Division employee or agent, subsequent to termination of his office or employment, shall represent, appear for or negotiate on behalf of, or agree to represent, appear for, or negotiate on behalf of, whether by himself or through any partnership, firm or corporation in which he has an interest or through any partner, officer or employee thereof, any person or party other than the State in connection with any cause, proceeding, application or other matter with respect to which such Division employee or agent shall have made any investigation, rendered any ruling, given any opinion, or been otherwise substantially and directly involved at any time during the course of his office or employment. Any person who willfully violates the provisions of N.J.S.A. 52:13D-17 is a disorderly person, and shall be subject to a fine not to exceed \$500.00 or imprisonment not to exceed 6 months, or both.

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24 Casino Control Act, N.J.S.A. 5:12-60(b); 5:12-59(e)(2).

25 Casino **Control Act**, N.J.S.A. 5:12-60(c), (d), (e).

## VI - SPECIAL OBLIGATIONS OF ATTORNEYS EMPLOYED BY THE DIVISION

1. Attorneys shall conduct themselves in accordance with **every affirmative duty** and obligation imposed by the New Jersey Rules of Professional Conduct and other court rules and directives or statutes governing the conduct of attorneys.

2. An attorney shall not represent any party other than the State of New Jersey, or engage in the private practice of law in any other way, whether or not the attorney receives compensation, except that an attorney may without compensation represent himself or his spouse, child or parent with the approval of the Attorney General or his designee to the extent permitted by the Department's Code. Representation of the designated family members shall also be limited to matters which are not of an adversarial nature.

3. [No attorney shall for compensation, engage in employment or act as an independent contractor]. With the approval of the Attorney General, or designee, any attorney may engage in outside employment or provide services as an independent contractor that do not involve the private practice of law or the provision of other fecal services, provided the employment or services will not interfere with the performance of the attorney's duties. An attorney may receive reasonable compensation for such services. Requests for approval shall be submitted in writing to the attorney's Division Director who shall forward the request along with a recommendation to the Department Ethics Officer for review by the Attorney General. Renewed approvals of such outside activity **must be sought** annually from the Attorney General.

## VII - DISCLOSURE/ASSISTANCE

1. It shall be the duty of each Division employee and agent to refrain at all times from any criminal conduct and to cooperate with law enforcement officers in the proper performance of their official duties.

2. It shall be the duty of each Division employee and agent who is aware of conduct by himself or any other employee or agent in the Division which violates this Code of Ethics, or State or federal law to disclose the conduct to the Division Ethics Officer, the Ethics Officer of the Department of Law and Public Safety, and the Director. In situations where the conduct of a Division employee or agent involves potential criminality, disclosure should be made to the Director of the Division of Criminal Justice.

3. It shall be the duty of each Division employee or agent who reasonably believes any activity, policy or practice of the Division is in violation of a law, or a rule or regulation promulgated pursuant to law, or is fraudulent or criminal, or is incompatible with a clear mandate of public policy concerning the public health, safety or welfare to disclose the activity, policy or practice to the Division Director, Division Ethics Officer and Department Ethics Officer pursuant to the provisions of the Conscientious Employee Protection Act, N.J.S.A. 34:19-1 et seq.

4. It **shall** be the duty of each Division employee or agent charged with a crime or charged with an offense or motor vehicle violation that would adversely impact on the performance of situations where the conduct of a duties to report the charge to the Division Ethics Officer and the Director.

5. It shall be the duty of each Division employee or agent who intends to testify on behalf of an accused in a criminal action, or on behalf of a party that is an adversary to the State of New Jersey in a civil action, to promptly notify the Division Ethics Officer and the Director.

6. Any disclosure, notification, reporting or requests for assistance or advice required by the provisions of this Code of Ethics shall be made by the employee or agent in the form of a written explanation of all relevant circumstances and details.

#### VIII - RESIDENCY

All professional employees employed by the Division must reside in the State of New Jersey.

#### IX - SANCTIONS

Any person who willfully violates the Conflicts of Interest Law, the Casino Control Act, the Code of Ethics of the Department of Law and Public Safety or this Code may be subject to criminal sanctions, including fine and imprisonment. Additionally, Division employees and agents may be subject to civil penalties including fine, suspension, removal, demotion, or other disciplinary action.

#### X - EFFECTIVE DATE

The Division's Code of Ethics shall take effect immediately.

Formally approved by the Executive Commission on Ethical Standards on December 14, 1989.

Revisions approved by the Executive Commission on Ethical Standards on 1993.